



## MH/MR Services Manager

**Department:** MH/MR/SA

**EEO Code:** 21

**Class Code:** 4513

**FLSA:** E

**Effective:** 01/04/1995

---

### **GENERAL STATEMENT OF DUTIES:**

Under general direction; performs work of considerable difficulty in managing and administratively supervising a major and diverse program of the Department of Mental Health/Mental Retardation; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Plans, coordinates and manages a specialized program and its full range of services; provides administrative and programmatic supervision of program staff; hires, trains, counsel, supervises and evaluates staff; conducts need assessments to evaluate community attitudes toward program services and delivery; develops plans to meet needs of community; sets goals and objectives and establishes systems to deliver quality services; participates in regular administrative meetings and conducts staff meetings; conducts both short- and long-range planning; conducts process improvement and other quality improvement studies; collects and analyzes data to evaluate and improve services; prepares special project grants; creates and maintains effective linkages with other department programs and with key external agencies; provides program and case consultation to other community agencies or organizations; conducts educational programs or gives presentations to community groups; coordinates contractual or other services for consumers; oversees the management and maintenance of program buildings and facilities; prepares and monitors program budget; provides direct services to consumers; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of a wide range of treatment or rehabilitative techniques and modalities and the ability to apply them in a community setting; of effective management and supervisory principals and practices.

Considerable skill in identifying community needs and designing and implementing programs which meet these needs; in developing and maintaining good working relationships with others; in oral and written communications; in establishing goals and leading staff toward accomplishment of such goals; in developing and monitoring a program budget.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Completion of the core curriculum for a master's degree in social work, psychology, rehabilitation or related field and five years of work experience in a directly related MH/MR/SA work environment including two years of supervisory experience; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
---